

HANDBOOK

West Georgia College

Carrollton

1944-1945



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TO THE STUDENT PERSONNEL OF WEST GEORGIA COLLEGE:

The faculty joins me in giving to you a most hearty and cordial welcome. Our campus is a friendly place. This pamphlet is printed for your information. We hope that it contains information which will aid you. The suggestions herein listed have been found helpful by our faculty and students. Therefore we pass them on to you.

Respectfully,

IRVINE S. INGRAM, President.

FRESHMAN ORIENTATION

Each year the college faculty and the new students assemble at the college three or four days before the opening of classes for the fall quarter. These days are spent in acquainting the new student with his fellow students, the college faculty and the college in general. Inspection trips are made to the different buildings and to different parts of the campus. Social and recreational hours are planned for faculty and students. Students become acquainted with their advisor who assists them in selecting their courses and in making out their schedule for the fall quarter. Physical examinations and intelligence tests are given.

REMARKS BY THE CHAIRMAN OF THE STUDENT ACTIVITY COMMITTEE:

Traditions are a way of life in any college community. This mode of living is characteristic of ladies and gentlemen the world over. Such statements, as college bred; tol-

erant and understanding; a scholar and a gentleman—all spring from that indefinable something we attain through living in and becoming a part of a school in which traditions are honored.

Here at West Georgia we are gradually building up some excellent customs—customs that are becoming traditions.

Freshman Week—Many features of Freshman week have already become part of the college tradition. For example the Sophomore-instigated Freshman Parade to town and around the square has become so much a part of us that both students and town folk look forward to it as an annual event of fun and frolic. This parade has in it the element of humor and is a test of good sportsmanship for both Freshmen and Sophomores. This parade is to take the place of all other forms of initiation for new students.

Christmas Carols—Then just before the Christmas holidays the college chorus always arranges a program of carols, first presented at the college, and then sung out of doors here and there about town. This gesture of goodwill and friendliness is appreciated by the entire community.

Basketball—The opening of the winter quarter usually ushers in a full basketball schedule. In victory or defeat the team and the student body have always shown an excellent sportsmanlike spirit.

Plays—Plays are an important part of our winter quarter program. The experience of being in a play is of great value to the actors. The audience profits vicarious-

ly by a new experience and by learning some of the pleasures and etiquette of theatre going. A really good college play is remembered as an outstanding event of that college year.

Debating Club—The Debating Club sponsors an annual intramural debating tournament during the winter quarter. Tournament is open to all clubs on the campus.

Annual Stunt Night—Every winter Zeta Sigma Pi, sponsors a stunt night, offering prizes to organizations presenting the cleverest and most hilarious skits.

Spring Quarter Activities—The spring quarter ushers in our busiest time. Such important events as: Religious Emphasis Week, Parents' Day; Annual Hobby Show; many parties and banquets; the yearly Home Coming Concert; May Day festivities; Student Body Elections; Alumni Day, and the colorful Final Dance are all extra-curricular activities that have taken on the character of traditions because they are ardently supported. The reason these activities live and continue year in and year out is that we like doing them and support them whole-heartedly.

All these things have become customary, even traditional, at West Georgia. But there are many practices, more general perhaps, that should be traditional on any campus.

Dates—It is matter of good taste among ladies and gentlemen on a college campus to conduct themselves on a date so as to fit in with the establishment's campus customs of society.

Campus—This same good taste should keep us from walking on the grass, throwing rubbish about or otherwise marring the beauty of our campus.

Chapel—At West Georgia, Chapel serves a fundamental necessity. It is a part of our group meetings. Here we come to feel that we are all a part of this college. The audience reaction and response in chapel is important. A quiet attentive audience is a helpful atmosphere to any chapel.

Dining Hall—For very good biological reasons you have to eat three times a day. Anything we have to do that often should be as interesting and colorful as possible. The dining hall could be the place on this campus where we learn some valuable lessons in etiquette. There is nothing which puts one so ill at ease as not to know how to eat.

Noises—Noises may be defined as sounds out of place—just as weeds are plants out of place. In an educational institution where we depend so largely on certain sounds for instruction and learning, sounds out of place are the rankest kind of *educational weeds*.

Work and Play—One of the most important attributes of college training is that of discrimination. The capacity to put first things first is paramount. Our most important job at West Georgia is living up to our individual classroom responsibilities. Play before work or instead of work is the hallmark of immaturity and childhood. Play to the exclusion of all work makes a dullard and a bore.

GENERAL REGULATIONS

1. College regulations go into effect at the time a student arrives on the campus *and continue until the time of his departure*. Students permitted to leave the campus at various times during the year are responsible for upholding the standards of the college during their absence.

2. Rooms must be kept in order and are inspected each day except Sunday. Change in furniture or any other changes about the room must be referred to the dormitory officials. Paste or anything to mar the walls must not be used. Each person is responsible for the upkeep and preservation of property in his room and will be required to pay for any damage before the end of the quarter.

3. Any student who fails to register before the end of the first class day of any quarter will be charged a fee of \$2.50 for late registration.

4. Students may deposit cash in the treasurer's office and withdraw it as needed. This practice is advised in order to protect them from loss.

5. The post office at the college is known as Genola. Mail is received twice daily and dispatched once daily.

6. In the case of emergency if a parent wishes to call a student home, communication must be made with the president, or dean of women.

7. Leave of absence may be refused because of low scholarship or too frequent requests for leave.

8. When dormitories are officially closed for holiday seasons, all students, except those who must remain for work or for other legitimate reasons, are to leave. Special permission to remain must be secured from the dean, and those granted such permission must observe regulations set up by the administration.

9. Overnight visitors may be entertained in the dormitories only on week-ends, and then only with the permission of the hostess in the building. Meals are forty cents each.

10. Assemblies are scheduled twice each week for the entire student body. These meetings are considered as important as class work. Attendance is required of all students.

11. Students are requested not to smoke in the dining hall or the gymnasium.

12. Tennis courts will be closed on Sundays from 9 a. m. to 1 p. m. and from 5 p. m. to 6 p. m.

13. Requests for trays during illness must be made to the hostess thirty minutes before meals.

14. Dates are allowed on Sunday, only on the front campus, from ~~there~~ until five.

15. Too frequent meetings between men and women students are looked upon with disapproval.

16. Social relations between men and women students must be discontinued after the evening meal.

17. Hazing is not permitted.

18. Outsiders who persist in making a nuisance of themselves in the college community shall be barred from having dates with college girls, or from the campus.

19. Absences due to illness if reported by the hostess may be excused by the Dean.

20. Student activities during the evening are not considered occasions for dates. Regulation 14 under General Regulations must be observed after such activities.

21. The official school colors shall be Crimson Red and Royal Blue.

22. According to a recommendation from the students which was approved by the faculty, students who slip out of the dormitories at night must withdraw from the college at once and students who are found guilty of cheating, stealing, drinking or gambling may be required to withdraw from college.

DORMITORY REGULATIONS—WOMEN

1. Quiet hour shall be interpreted to mean no whistling, singing, laughing, loud talking, playing of musical instruments, or visiting after 8:00 o'clock. Loud talking, laughing, or disturbance in the dormitories is out of order at any time.

2. All nights preceeding classes are regarded as quiet hour nights.

3. Men callers in dormitories are expected to depart within five minutes after the bell is sounded at 10:30 o'clock.

4. Occupants of the reception room are expected to keep them orderly and free from papers.

5. Gym suits and shorts are to be worn only in gymnasium and on tennis courts.

6. Girls may spend the night in another girl's room on nights not regarded as quiet hour nights by signing out on the house register.

7. Radios must be played low enough to avoid disturbance and must be turned off at the close of the study hour.

8. The radio in the lobby may be played by students except during class hours and quiet hours.

9. Special orders for refreshments to be sent to dormitories must be placed before 9:45 on open evenings and before 7:00 on Sunday evenings.

10. All laundering and pressing must be done in the laundry room before seven-thirty on study evenings and before ten o'clock on open evenings.

11. Visiting in bedrooms during study evenings is permitted between 9:15 and 9:45.

12. All communications from parents or guardians concerning leave of absence must be made to the dean of women. Standing permits are valid only for week-end visits at home.

13. Women leaving the campus for out-of-town trips must file a leave of absence card approved by the dean of women.

14. Women who return in cars from week-end visits should arrive on the campus not later than 7:00 p. m.

15. Women may ride in cars only to and from town with people they know. They are not to ride in trucks or on the outside of cars at any time.

16. In case of illness or other emergency, students should report to the dormitory hostess at once, day or night.

17. All guests must conform to dormitory regulations.

18. Women students may go to town in groups of two or more and should return to the campus in time for the evening meal. This regulation applies to theatre and shopping centers.

19. Women who leave the campus during the day or leave the dormitories during the evening must sign out and sign in on the house register.

20. Women may go to town in the mornings only by special permission of the dean of women. Sunday church services are excepted.

21. A deposit fee of fifty cents is charged for each key. This fee is refunded when the key is returned.

22. Freshmen are allowed one evening engagement a week; sophomores, two. Juniors may have three, one during the week and two on the week-end. Dates for Juniors may be either on or off the campus.

23. There shall be no engagement in the women's dormitories during any student body social function.

24. Freshmen and Sophomores living on the campus fill all evening engagements at the women's buildings.

25. Whenever possible all outgoing telephone calls should be reversed. The use of the telephone except for long distance calls is prohibited during study hour.

26. Women will confine their walks to the campus on Sunday except by special permission.

27. Communication from bedroom window is disapproved.

28. Women may spend the night in Carrollton only with parents or near relatives.

29. All persons living in dormitories except regular instructors must abide by the above regulations.

30. Juniors who have off campus dates will sign out on the regulation leave of absence and must return to the campus by 11:00 except with special permission.

31. Dormitories are closed at 11 p. m.

33. Juniors must conform to the same regulations as other students except as stipulated in regulations 22 and 30.

DORMITORY REGULATIONS—MEN

1. Men are urged to be gentlemen at all times.

2. Quiet hours are observed in the dormitories after eight every evening preceding days on which classes are to be held.

3. Students wishing to leave the dormitory in the evening will indicate such by signing the house register. They must be back in the dormitory by 10:45.

4. Freshmen must remain on the campus every evening on which quiet hours are observed until they have established a general record of C (at mid-term or thereafter.)

5. Students wishing to leave school for the week-end will sign the house register, giving destination and time of expected return.

6. Men making grades below C are required to remain on the campus after 8 p. m. on all nights preceding class days except by special permission.

7. The occupants of a room are held responsible for any damage to any part of the room or to the furniture. An estimate of such damage will be made by the Building and Grounds Committee and must be paid by occupants of the room.

8. A fifty cents deposit fee is charged for each key. This is refunded when the key is returned.

9. Men are to have their rooms in order ready for inspection by nine a. m.

10. Trash, paper, and other refuse must be placed in designated receptacles.

11. Radios must not be played loud enough to disturb others and must be turned off at 11 p. m. Your attention is called to item 33 under General Regulations.

QUALITY POINTS AND ABSENCES

1. The grades received in courses in the college carry quality points according to the following schedule:

Grade	Points
A	6
B	4
C	2
D	0

2. A student must receive in each college year at least nine quality points to be admitted the following year. If not too great, the deficiency may be made up in summer school.

3. Quality points are deducted when a student is absent from six or more classes or assemblies. The penalty for continued failure to attend classes is probation or expulsion.

4. Absences from classes and regular assemblies are excused for members of recognized student activities when representing the college away from the campus, for field trips sponsored by instructors and for illness.

5. Students absent from examinations are charged a fee of one dollar to make up a mid-term and two dollars to make up a final examination unless such absence is excused by the Dean.

6. A student desiring to continue his college work after being absent from a class or exercise occurring the two days immediately preceding or the two days immediately following the Thanksgiving recess, the Christmas recess, the Spring recess, or

other college holidays, must pay a fine of \$1.50 for each day in which the absence occurred. The same fee is charged for reinstatement of any kind.

7. When a student has taken four class absences, he and his parents are to be notified that two additional absences will cause the loss of a quality point. Each absence after the sixth will cause the loss of an additional quality point. When a student has taken *eight* absences he is to be placed on *attendance probation*. If student then takes the *ninth* absence, he is to withdraw from school the remainder of the quarter.

PROBATION

It is the policy of the administration to restrict the privileges of students whose behavior is disapproved.

1. A student who passes only one course or who makes 3 D's will be placed on probation the following quarter. A student failing in all of his work will not be permitted to return for the next quarter. He may return after being out for one quarter, but will do so on probation.

2. When placed on probation for low grade work during a previous quarter a student must do passing grade work in two courses and make at least two quality points or be dismissed.

3. A student on probation is not allowed to represent the college in any intercollegiate activity.

4. In some cases, a student on probation

may lose membership in all student organizations during the period of probation.

5. A student on probation may not leave the campus without permission.

6. Unexcused absences from classes or assemblies while on probation render the student subject to suspension or expulsion.

LIBRARY REGULATIONS

1. Books not specially reserved may be drawn from the library for home use for two weeks.

2. Books on special reserve must be consulted in the library except as stated in regulations 3 and 4 below.

3. Reserve books may be drawn from the library at 4:15 p. m. for home use overnight and must be returned by 9:00 a. m. the following morning.

4. Reserve books may be drawn from the library at 11:00 a. m. on Saturday for home use over the week-end and must be returned by 9:30 a. m. the following Monday.

5. Periodicals may not be taken from the library by students.

6. A fine of two cents a day will be charged on books not returned on time.

7. A fine of fifteen cents for the first hour and five cents for every hour thereafter will be charged on reserve books not returned on time.

8. Noise and disorder in the library will subject offender to withdrawal of library privileges.

9. Mutilation or theft of books or periodicals will subject the offender to suspension or expulsion from college.

10. Students abusing library privileges will be deprived thereof.

ENTERTAINMENTS

1. Once each three or four weeks the gymnasium is used for college social affairs. The group or organization sponsoring the affair is held responsible by the faculty for the removal of decorations and the arrangement of the building for the next scheduled class following the entertainment.

2. Faculty sponsors for each organization entertaining are responsible for carrying out regulation one.

3. Requests for entertainments must be filed in triplicate in the Dean's office two weeks ahead of time and must be signed by the faculty adviser.

4. Social functions are limited to one each quarter for each organization, the nature of the function to be approved by the dean in conference with the faculty advisers. Only students and former members of the organization are invited.

5. The student body as a whole is permitted one social or dance a month. Students and alumni only are invited.

6. Social functions are limited to one a week during the fall and winter quarters and to two a week during the spring quarter. No social functions are to be scheduled during the week of quarterly examinations.

STUDENT ACTIVITY

Student activities and organizations are an important part of life at West Georgia. Among the various clubs and activities every student should find something to stimulate his interest.

The faculty hopes that everyone will avail himself of the chance to participate in some manner in the community life of the college as represented by these organizations. The faculty has found that participation in too many activities at one time has frequently been detrimental to the student.

All clubs present to the Student Activity Committee a general program for the year and a definite program for the quarter. Each club reports its financial status to the committee quarter yearly. During the fall quarter, membership in these organizations is open to all students. This desire for membership must be made known in writing to the Student Activities Committee. During the following quarters, except for new students, applications must be in by the first meeting of the quarter. Each student is limited to membership in three organizations. He must be a member of any one organization for two consecutive quarters before being eligible to have his picture in the yearbook. A student must withdraw from an organization if he attends less than 66 per cent of the meetings per quarter. Refusal to participate within a club or refusal to take assignments in certain other organizations constitutes grounds for immediate dismissal from the organization. Below are the organizations and activities, other than athletic, approved by the faculty.

Following is a list of approved non-athletic activities. These are under the general supervision of a special committee of the faculty.

The West Georgian, the college newspaper, four times accorded first honor rating by the Associated Collegiate Press (1939, 1940, 1941, 1942). All students are eligible for places as editors and reporters.

The Chieftain, annual publication of the college.

Mu Zeta Alpha, science society. Regular meetings on first Thursdays at 7:00 p. m. Other meetings may be called for third Thursdays at 7:00 p. m.

Lambda Chapter of Zeta Sigma Pi, (formerly Phi Sigma Alpha) national social science club. Regular meetings on second Thursdays, 7:00 p. m., other meetings may be called for fourth Thursdays at 7:00 p. m.

The Press Forum, a journalistic club. Meeting on Thursday, 4:05 p. m.

Alpha Psi, open to all students studying Home Economics. Regular meetings on first Mondays 7:00 p. m. Other meetings may be called on third Mondays 7:00 p. m.

The Debating Club, regular meetings on second Mondays, 7:00 p. m. Meetings may be called for fourth Mondays, 7:00 p. m.

The French Club, open to students of French. Regular meetings on third Tuesdays, 7:00 p. m. Meetings may be called for first Tuesdays, 7:00 p. m.

Fine Arts Club, honorary fine arts society.

The College Chorus. Open to all students. Meeting of entire chorus Mondays and Thursdays at chapel period. Meetings of entire chorus or of such groups as director

may require on Wednesday, 7:30 p. m. and on Tuesdays and Thursdays at 4:05 p. m. Participants who do satisfactory work in chorus are given a course credit for the year.

The Orchestra, organized only when there is sufficient instrumentation. Practice at scheduled afternoon periods.

The Four-H Club, this organization functions when there is interest.

The Voluntary Religious Association. Vespers on Sundays at 5:00 p. m.

The Officers' Club, composed of the officers of the various organizations. Meetings on second Wednesdays at 9:50 a. m. and at called sessions.

The W-Club, honorary athletic club. No regular meetings.

In order to expedite the work of the activities listed above, the faculty has thought it advisable to formulate the following rules under which they are to be operated.

1. All candidates for student body or class officers must have a scholastic average of C or above.

2. Members of an organization giving a social should consider themselves, in their capacity of hosts for the occasion, responsible for the conduct of the party.

3. Proceeds from the college store are to be used for student activities.

4. The college looks with disfavor upon undue soliciting of funds from members of any organization. Faculty advisers are expected to audit the books of their organizations.

HONOR POINTS

1. Honor points are given for participation in extra-curricular activities. The purpose of these honor points is two-fold: (a) to recognize merit; (b) to enable a greater number of students to engage in extra-curricular activities.

2. Sophomores are allowed a maximum of twelve honor points; freshmen are allowed a maximum of ten honor points. Honor points are given for officers and activities as listed below:

ORGANIZATION	6 pts.	5 pts.	4 pts.	3 pts.	2 pts.
WEST GEORGIAN	Editor	Business Mgr.	Associate Editor Managing Editor	Feature Editors	Reporters etc.
CHIEFTAIN	Editor	Business Mgr.	Associate Editor		Staff
GLEE CLUB AND CHORUS			Business Mgr.	Officers	Members
CLASS OFFICERS		President Student Body	Class Presidents	Other Officers	
V. R. A.		President	Secretary		Other Officers and Council
DRAMATIC CLUB			Stage Mgr.	Officers	Members
DEBATING CLUB			Officers Teams		Members
HONORARY and DEPARTMENTAL SOCIETIES				Officers	Members
ATHLETICS			Team Mgr. Varsity	Varsity	

3. The Activities Committee of the faculty constitutes a committee of revision.



